

TREATMENT PLANT TRAINEE

POSITION SUMMARY: This is a manual, semi-skilled position involved in the performance of duties in the operations area of the Drinking Water Plant and/or Clean Water Plant. The employee will work in a training program within the Operations work group at his/her assigned facility and may be eligible for promotion after achieving a Michigan Department of Environmental Quality (MDEQ) Operator's license for the operation of drinking water and/or wastewater treatment plants.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Observe methods and procedures and assist in the operation of the assigned utility plant.
2. Assist in the collection and laboratory testing of required samples. Correctly calculate and record findings in a logbook and database.
3. Work closely with the Operations work group to observe and understand the operation of the facility, including pumping and chemical feed adjustments.
4. Assist in monitoring the plant using a SCADA interface, observing gauges, tank levels, and other instruments.
5. Attend regular Operator meetings.
6. Attend required training sessions and work to acquire skills and technical knowledge needed for advancement.
7. Work on research and/or other special projects.
8. Maintain a clean, neat and safe working environment.
9. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An Associate's Degree in a water technology or related science field. An equivalent combination of education, training and experience may substitute for the degree requirement.
- B. Possession of a Michigan F-4 or D Operator License from the State of Michigan within 2 years is required.
- C. Aptitude for mechanical work and the ability to accumulate knowledge and to acquire skills.
- D. Knowledge of modern drinking water and/or wastewater treatment plant operations and maintenance practices.

- E. Good powers of observation.
- F. Skill in the use of laboratory testing equipment and ability to perform technical work with a high degree of accuracy.
- G. Ability to follow established Standard Operating Procedures and Guidelines.
- H. Ability to work as a team member and with minimum supervision.
- I. Ability to work any or all shifts or schedules as necessary.
- J. Proficiency in the use of computers, office and lab equipment.
- K. Ability to understand and follow specific instructions, but also possess self-supervising attributes and a positive and congenial attitude.
- L. Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable environments and circumstances, at various heights and in all types of weather conditions.

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